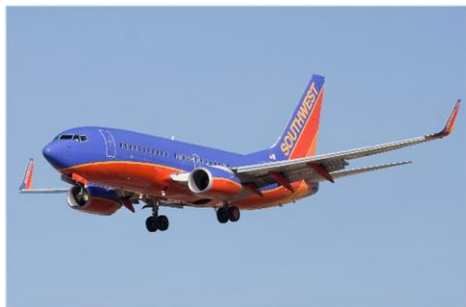




# **TRAVEL EXPENSE GUIDE FOR EXECUTIVE SUPPORT STAFF**



**June 2016**

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# CONTACT INFORMATION

## MAILING ADDRESS

### Travel Payment/Travel Policy Section:

Department of Transportation  
Division of Accounting  
Office of Travel and Special Services, MS-25  
P.O. Box 168018  
Sacramento, CA 95816-8018

### Cashiering:

Division of Accounting  
Office of Financial Accounting & Analysis, Cashiering, Deposits and Services, MS-58  
P.O. Box 168019  
Sacramento, CA 95816-8019

## PHONE

Travel Information Hotline: (916) 227-9061 M-F between 8:00 a.m. - 12:00 p.m. and  
1:00 p.m. - 4:00 p.m.

Cashiering Hotline: (916) 227-9179 M-F 8:00 a.m. – 4:00 p.m.

CalTravelStore: 1 (877) 454-8785 M-F 8:00 a.m. – 5:00 p.m.

\*After-hours and weekend service available for **EMERGENCIES ONLY**.

## FAX

Main fax number for all Travel Expense Claims (TEC's) and Policy related issues:  
(916) 227-9357

# SHORT-TERM TRAVEL

## AGENCY OBJECT AND SUB OBJECT CODE

Description	Object	* Sub Object
Conference and Meeting Fees (In-State and Out-of-State)	077	
Driver's or Flight License Medical Examinations, DMV License Fees, and Vanpool Medical Exams	132	
In-State Commercial Airfare	008	
In-State Per Diem (Lodging, Meals, and Incidentals)	020	ML, MP1, MP2
In-State Private Automobile Mileage, Private Aircraft Miles, and Cost Comparison (In-Lieu)	010	ML, AR
In-State Travel Expenses (Bridge, Highway, Road and Ferry Tolls for vehicles. Expense of electronic transponders used for the recording and payment of Bridge and Highway tolls.)	003	ML
In-State Travel Expenses (Business Expenses, Parking, Rental Car, Rental Car Fuel, Taxi, bus shuttle, Rail (Amtrak), Passenger tolls or expenses on ferries, buses, rail, etc.)	001	ML
Overtime and Callback Mileage	110	CB
Overtime Meals	023	OM
Postage	026	
Professional Exams and License Fees, State Bar Dues, and Individual Membership Dues	075	
Relocation (All charges)	022	MR
Stationery, Office Supplies, Maps and Books (Not directly related to a State approved training course.)	044	
Tuition, Registration Fees, Training Materials and Books (Directly related to a State approved training course.)	024	

\* Sub Object Codes required for Employee Fringe Benefits:

- ML - Long Term Assignment – Per Diem expenses for assignments exceeding 365 days.
- MP1 - Per Diem expenses less than 50 miles from home or HQ (DOA pre-approval required)
- MP2 - Meals for travel less than 24 hours (without an overnight stay)
- OM - Overtime Meal reimbursement
- CB - Call Back (Overtime) Mileage reimbursement
- MR - Employee Relocation expense reimbursement
- BM - Mileage reimbursement for the use of Bicycle on state business
- AR - Mileage reimbursement for the use of privately owned aircraft on state business

# RECEIPT REQUIREMENTS

**References:** California Code of Regulations (CCR), Administration, Title 2, Sections [599.615](#), [599.615.1](#), [599.625](#), and [599.625.1](#), [Bargaining Unit Contracts](#) and Department of Human Resources (CalHR) [PML 2005-021](#)

## REQUIRED RECEIPTS

In the absence of a receipt, reimbursement will be limited to the non-receipted amounts in the table below. Receipts smaller than 8 ½" x 11" must be taped to a full-size sheet of paper. The original receipt plus one copy are required.

Type of Expense	Receipt(s) Required with TEC	Criteria
<b>LODGING AND MEALS</b>		
Lodging	Yes	Itemized receipt indicating paid.
Lodging, Third Party Vendor	Yes	Itemized receipt from the third party vendor and the lodging establishment. See <a href="#">Third Party Vendors</a> .
Meals, Business Related	Yes	Explanation required. See <a href="#">Business Related Meals</a> .
Meals, In-State	No	
Meals, Out-of-Country	Yes	If over \$24.99. See <a href="#">Out-of-State Travel</a> .
Meals, Out-of-State	No	
Meals, Overtime	No	
<b>TRANSPORTATION</b>		
Airfare, In-State	Yes	When paid by employee.
Airfare, Out-of-State	Yes	Attach airline receipt or travel agency travel itinerary.
Gas for Rental Car or State Vehicle	Yes	
Parking and Road Tolls	Yes	When cost exceeds \$10.00.
Rental Cars	Yes	When paid by employee.
Taxis, Shuttles, Streetcars, and Local Rapid Transit	Yes	When cost exceeds \$10.00.
Train and Bus Fares, In-State	Yes	When paid by employee and cost exceeds \$24.99.
Train and Bus Fares, Out-of-State	Yes	Attach train receipt or travel agency travel itinerary.
<b>OTHER EXPENSES</b>		
Business Expenses	Yes	When over \$5.00 <i>Explanation required for all amounts claimed.</i>
Conference and Meeting Fees	Yes	See <a href="#">Conference/Meeting Fees</a>
Exams, Professional License Fees, and Dues	Yes	See <a href="#">Examinations</a> . See <a href="#">Licenses and Dues</a> .
Tuition and Training	Yes	See <a href="#">Training Expenses</a> .

## SHORT-TERM LODGING RATES FOR REGULAR STATE BUSINESS

Short-Term Lodging Rates - Excluded Employees	
Effective July 1, 2013:	
All Counties/Cities located in California (except as noted below): Actual lodging expense, supported by a receipt, <b>up to \$90 per night, plus tax.</b>	
Napa, Riverside, and Sacramento Counties: Actual lodging expense, supported by a receipt, <b>up to \$95 per night, plus tax.</b>	
Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica: Actual lodging expense, supported by a receipt, <b>up to \$120 per night, plus tax.</b>	
Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties: Actual lodging expense, supported by a receipt, <b>up to \$125 per night, plus tax.</b>	
San Francisco County and the City of Santa Monica: Actual lodging expense, supported by a receipt, <b>up to \$150 per night, plus tax.</b>	

For the most current short-term lodging reimbursement rates, please see the [Travel Guide](#).

## SHORT-TERM MEAL AND INCIDENTAL REIMBURSEMENT RATES

Short-Term Meal Rates - Excluded Employees:	
Rates effective September 1, 2013:	
Breakfast	Actual expense up to \$7.00.
Lunch	Actual expense up to \$11.00.
Dinner	Actual expense up to \$23.00.
Incidentals	Actual expense up to \$5.00.

For the most current short-term meal reimbursement rates, please see the [Travel Guide](#).

## **PARKING AND TOLLS**

**References:** [SAM 0755](#), [California Code of Regulations \(CCR\), Administration, Title 2, Sections 599.625.1, 599.626, 599.630 and 599.631](#), [Department of Human Resources \(CalHR\) PML 2007-024](#), [Bargaining Unit Contracts](#), [DGS Park 'N Fly Rates](#)

Employees using state, rental, or privately owned vehicles on official business may be paid for certain parking charges as follows:

- For day parking when on trips away from their headquarters office and residence.
- For day parking next to their headquarters, provided they have other reimbursable vehicle expenses for the same day or are using a state vehicle. This is for employees who spend most of their time on field assignments and report to their headquarters offices occasionally.
- For day parking due to a callback or scheduled overtime on a normal day off.
- For overnight public parking when on trips away from the headquarters city and city of residence.
- Claims are not allowed if expense-free overnight parking is conveniently available.

### **EMPLOYEES:**

- Are required to secure the most economical parking available.
- Parking at airports must use the less expensive peripheral parking at airports. A valid justification will be required with the Travel Expense Claim (TEC) explaining why economy parking was not used.
- Reimbursement requests for higher parking fees without valid justifications will be reduced to the airport's economy parking rate.
- Are required to attach a receipt to the TEC for each parking charge of more than \$10.00 for one continuous period. Airport parking expenses claimed without receipts will be reimbursed at the airport's economy parking rate.
- May not claim tips associated with required valet service as a parking charge. Tips are considered part of incidentals.
- Should not park state vehicles overnight at an airport unless there is no other practical and reasonable way for the employee to get to and from the airport.

### **TOLLS**

All ferry, bridge, or toll road charges are reimbursable if:

- Reasonably and necessarily incurred when employees travel on state business.
- Receipts are attached to the TEC for each toll charge of more than \$10.00.
- Due to a callback or overtime on a normal day off.

## AIRPORT PARKING (Example)

Sacramento International Airport

6900 Airport Blvd.

Sacramento, CA 95837

Date/Time      02/11/16      17:29

Receipt 068189

02/09/16      05:19 (enter)

02/10/16      17:29 (exit)

Period 1d 12h 10m      \$ 34.00

Total      34.00

Payment Received      34.00

In this example, Sacramento Airport economy parking is \$10.00 per day. Since the maximum reimbursement for parking is at the airport's economy parking rate, the reimbursement will be \$20.00 (2 days x \$10.00 per day).



# OUT-OF-STATE TRAVEL

**References:** [California Code of Regulations, Administration, Title 2, Sections 599.619 and 599.621](#); [SAM Sections 0710 and 0760](#); and [Department of Finance Budget Letter 14-03](#)

## INTRODUCTION

Out-of-state travel is defined as any travel outside the State of California for the purpose of conducting business outside the State of California. It does not include trips through or stopovers in bordering states incidental to travel within points in California.

An approved form [FA0257, "Request for Approval of Out-of-State Travel"](#) is required to reimburse a travel expense claim (TEC). The total expenditures claimed on the TEC, plus transportation costs, may not exceed the total amount approved on the FA0257.

State time authorized for out-of-state travel is limited to the time necessary to transact business plus actual travel time. The travel time cannot exceed rail time.

Non-state employees (witnesses, contract consultants, and others) traveling out-of-state and from other states to California to conduct business on behalf of the department are typically not considered part of the out-of-state travel plan.

The Division of Business, Facilities and Security, [Office of Resource Planning and Policy](#) is responsible for administering the approval process for out-of-state travel. Employees with questions regarding the approval process should contact their division's out-of-state travel coordinator.

## THIRD PARTY VENDORS

To meet the requirements of an "accountable plan," the Internal Revenue Service and the State Controller's Office have established strict requirements for reimbursement of employee travel paid to third party vendors. Third party vendors are defined as individuals or organizations other than the principals involved in business transactions. Payments are made to third parties, not directly to the individuals or businesses providing the goods or services. Third party vendors include, but are not limited to, Internet companies such as Priceline.com, Expedia.com, Travelocity.com, Hotels.com, etc.

The California Department of Human Resources (CalHR) has strongly advised that State travelers use a Department of General Services approved travel agency to make travel arrangements. Employees who use a third party vendor must meet specific receipt requirements addressed in this section to receive reimbursement of their travel expenses.

To comply with the receipt requirements and receive reimbursement for appropriate lodging expenses, a traveler using a third party vendor must provide:

1. A receipt from the third party vendor indicating the employee's name, hotel establishment providing the service, the check-in date, checkout date, itemized expenses incurred, and

2. A receipt from the hotel that provided the service indicating the employee's name, check-in, and checkout dates.

The hotel receipt does not need to itemize the hotel rate or taxes to third party vendor.

There are no exceptions to the requirements listed above. A TEC for reimbursement of third party lodging without both of the required receipts will result in the rejection of the claimed expense.

Reimbursement is allowed for airfare, commercial car rental, and other transportation charges paid to third party vendors as long as the cost does not exceed the actual and necessary costs as determined by the department, not the employee. A justification is required on the TEC explaining why the department's travel reservation system (via CalTravelStore) was not used.

## **LODGING, MEALS, AND INCIDENTALS**

### **OUT-OF-STATE AND OUT-OF-COUNTRY LODGING**

For short-term out-of-state and out-of-country travel (less than 31 days) employees will be reimbursed for actual lodging expenses that are supported by a receipt. Failure to furnish lodging receipts will limit reimbursement to meals only.

The short-term per diem rate will be discontinued after the 30<sup>th</sup> consecutive day assigned to a "single location" unless an extension has been previously documented and approved by the appointing power. A "single location" is defined as a major metropolitan area, cities in vicinity to one another, and any locations that straddle county or state lines within a 50-mile radius. For information on the extension of short-term travel rates, see Travel Exceptions, Short-Term Subsistence Beyond 30 Days on page 20.

### **OUT-OF-STATE MEALS AND INCIDENTALS**

For short-term out-of-state travel, employees will be reimbursed actual meal and incidental expenses, up to the maximum rates for in-state travel. For maximum reimbursement rates, see Meal and Incidental Reimbursement Rates on page 6.

### **OUT-OF-COUNTRY MEALS AND INCIDENTALS**

For short-term out-of-country travel, employees will be reimbursed for actual meal and incidental expenses up to the maximum rates in accordance with the published Government meal and incidental rates for foreign travel for the specific dates of travel.

The maximum rates for meals and incidentals are available by country and travel date on the [U.S. Department of State's](#) website. Go to the Foreign Per Diem Rates to find the combined maximum daily rate for meals and incidentals (M&I), and then to [Appendix B](#) to locate the corresponding breakdown of the combined maximum rate to the specific maximum for each meal and incidental. See example below.

Receipts are required for meals and incidentals claimed in excess of \$24.99 (US).

Employees should review the long-term assignment policies if it is anticipated that an out-of-state or out-of-country assignment will exceed 30 days in one geographic area (50-mile radius).

1. Click “Foreign Per Diem Rates by Location” and select a country from the drop down menu.

The screenshot shows the U.S. Department of State website. The header includes the Department of State seal, the text "U.S. DEPARTMENT OF STATE" and "DIPLOMACY IN ACTION", a search bar, and a navigation menu with links like "SECRETARY KERRY", "MEDIA CENTER", "BLOG", "TRAVEL", "CAREERS", "BUSINESS", "YOUTH & EDUCATION", and "MyStateDepartment". Below this is a secondary navigation bar with links such as "ABOUT STATE", "POLICY ISSUES", "COUNTRIES & REGIONS", "ECONOMICS, ENERGY & ENVIRONMENT", "ARMS CONTROL & INTERNATIONAL SECURITY", "CIVILIAN SECURITY & DEMOCRACY", "PUBLIC DIPLOMACY & PUBLIC AFFAIRS", and "ASSISTANCE & DEVELOPMENT".

The main content area is titled "Office of Allowances" and includes a sidebar with links to "Organization Chart", "Per Diem Rates", "Allowance Rates", "Standardized Regulations (DSSR)", and "General Information". The "Per Diem Rates" section is highlighted, showing "Current and Prior Year Rates" and a link to "Foreign Per Diem Rates by Location". Below this, there are links to "FTR Appendix B (Breakdown of Meals/Incidentals)" and "Excel Version of Foreign Per Diem Rates".

**Per Diem Rates**

**Current and Prior Year Rates**

[Foreign Per Diem Rates by Location](#)

[FTR Appendix B \(Breakdown of Meals/Incidentals\)](#)

[Excel Version of Foreign Per Diem Rates](#)

**Foreign Per Diem** rates are established monthly by the Office of Allowances as maximum U.S. dollar rates for reimbursement of U.S. Government civilians traveling on official business in foreign areas. Lodging and M&IE (Meals & Incidental Expenses) are reported separately followed by a combined daily rate. The breakdown of rates by meals and incidentals is found in [Appendix B](#). For regulations pertaining to these rates, see the [Federal Travel Regulation \(FTR\)](#) established by the General Services Administration and implementing regulations established by Federal Agencies. (Foreign Affairs Agencies - see Foreign Affairs Manual ([FAM](#)) (Vol. 14); Defense Agencies - see the [JTR](#) for members of the uniformed services as well as for civilians.)

- Find Post Name to see the meal and incidental rate.

### Foreign Per Diem Rates In U.S. Dollars

Country: CHINA

Publication Date: 04/01/2016

Previous Rates: 04/01/2016

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
CHINA	Beijing	01/01	12/31	258	119	377	<a href="#">View</a>	03/01/2012
CHINA	Changchun	01/01	12/31	167	100	267	N/A	04/01/2013
CHINA	Chengdu	01/01	12/31	143	82	225	N/A	02/01/2016
CHINA	Chongqing	01/01	12/31	99	83	182	N/A	05/01/2006
CHINA	Dalian	01/01	12/31	166	108	274	N/A	04/01/2013
CHINA	Fuzhou	01/01	12/31	176	122	298	N/A	01/01/2014
CHINA	Guangzhou	01/01	12/31	243	164	407	N/A	03/01/2014
CHINA	Guilin	01/01	12/31	168	100	268	N/A	08/01/2012
CHINA	Haikou	01/01	12/31	175	113	288	N/A	02/01/2016
CHINA	Hangzhou	01/01	12/31	169	124	293	N/A	08/01/2015
CHINA	Harbin	01/01	12/31	187	101	288	N/A	04/01/2013
CHINA	Jinan	01/01	12/31	121	85	206	N/A	02/01/2016
CHINA	Lhasa	01/01	12/31	131	52	183	N/A	11/01/2007
CHINA	Lijiang	01/01	12/31	153	133	286	N/A	07/01/2015
CHINA	Nanjing	01/01	12/31	135	75	210	N/A	02/01/2016
CHINA	Nanning	01/01	12/31	131	119	250	N/A	11/01/2011
CHINA	Ningbo	01/01	12/31	134	96	230	N/A	02/01/2016
CHINA	Other	01/01	12/31	141	110	251	N/A	02/01/2016
CHINA	Qingdao	01/01	12/31	157	88	245	N/A	05/01/2011
CHINA	Sanya	01/01	12/31	171	89	260	N/A	02/01/2016
CHINA	Shanghai	01/01	12/31	259	143	402	N/A	08/01/2015
CHINA	Shantou	01/01	12/31	141	86	227	N/A	04/01/2011
CHINA	Shenyang	01/01	12/31	193	107	300	N/A	05/01/2013

3. Click “FTR Appendix B” for a breakdown of meals and incidentals.



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**Office of Allowances**

- Organization Chart

**Per Diem Rates**

- Excel Versions of Per Diem
- Foreign Per Diem Rates
- Other Per Diem Rates

**Allowance Rates**

- Allowance Rates (Sec. 920)
- Allowances By Location
- Allowances By Type
- Biweekly Updates

**Standardized Regulations (DSSR)**

- DSSR Table of Contents
- Search the DSSR

**General Information**

- Consumables
- Contact Us
- Effects of Administrative Furlough

**Per Diem Rates**

**Current and Prior Year Rates**

[Foreign Per Diem Rates by Location](#)  
[FTR Appendix B \(Breakdown of Meals/Incidentals\)](#)  
[Excel Version of Foreign Per Diem Rates](#)

**Foreign Per Diem** rates are established monthly by the Office of Allowances as maximum U.S. dollar rates for reimbursement of U.S. Government civilians traveling on official business in foreign areas. Lodging and M&IE (Meals & Incidental Expenses) are reported separately followed by a combined daily rate. The breakdown of rates by meals and incidentals is found in [Appendix B](#). For regulations pertaining to these rates, see the [Federal Travel Regulation \(FTR\)](#) established by the General Services Administration and implementing regulations established by Federal Agencies. (Foreign Affairs Agencies - see Foreign Affairs Manual ([FAM](#)) (Vol. 14); Defense Agencies - see the [JTR](#) for members of the uniformed services as well as for civilians.)

The Bureau of Public Affairs of the Department of State offers a subscription service that permits individuals to receive notices when Foreign Travel Per Diem rates are updated.

4. Find the correct M&IE rate showing the breakdown.

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$140	21	35	56	28
\$141	21	35	57	28
\$142	21	36	57	28
<b>\$143</b>	<b>21</b>	<b>36</b>	<b>57</b>	<b>29</b>
\$144	22	36	57	29
\$145	22	36	58	29
\$146	22	37	58	29
\$147	22	37	59	29

## **FOREIGN CURRENCY**

Valid documentation for foreign currency exchange rates must be submitted with the TEC to substantiate expenses claimed. If unavailable, the [FXConverter](#) (Foreign Exchange Currency Converter) may be used as adequate documentation.

## **BUSINESS EXPENSES**

The reimbursement policy for business expenses is the same as that for in-state travel.

## **WEEKEND TRAVEL**

Reimbursement for Saturday and Sunday travel is allowed if pre-approved on the Form FA0257.

Weekend travelers are expected to stay in the vicinity of the official state business. Rental cars paid for by the State are only to be used to obtain meals and commute between the lodging location and the official business site. Separate arrangements must be made for sightseeing, visits with friends and family, etc.

## **OUT-OF-STATE TRAVEL EXPENSE CLAIMS (TECS) – CHECKLIST**

All out-of-state travel expense claims (TEC's) should be checked for the following:

- Claims are identified as "Out-of-State" under purpose of trip.
- Two copies of the approved [Form FA0257, "Request for Approval of Out-of-State Travel"](#) are attached to the TEC.
- A copy of the itinerary from the travel agency or airline ticket receipt is attached to the claim. The itinerary or airline ticket receipt must indicate the total cost of the airfare, including any change fees.
- A copy of car rental receipt is attached to the claim.
- Meal reimbursement is not claimed for a meal that is served and/or offered on the flight.
- An out-of-state claim must be submitted on a separate TEC. Do not include with expenses for in-state travel, except those directly related to the out-of-state trip (i.e. mileage to and from the airport upon departure and return).
- Out-of-state object codes are used in coding the TEC. See Agency Object Codes below.
- All information on the TEC must be consistent with the Form FA0257. The sum of the amount claimed on the TEC and the transportation costs charged to the state (airfare, rental car, etc.) must not exceed the total approved on the FA0257. Conference fees and training costs are not included in this comparison. Contact the division out-of-state coordinator for additional approval if expenses exceed the total amount approved on the FA0257.

## AGENCY OBJECT AND SUB OBJECT CODE

Description	Object	* Sub Object
Conference and Meeting Fees (In-State and Out-of-State)	077	
Out-of-State Commercial Airfare	108	
Out-of-State Per Diem (Lodging, Meals, and Incidentals)	021	
Out-of-State Travel Expenses (Business Expenses, Mileage, Parking, Tolls, Rental Car, Rental Car Fuel, Taxi, Rail (Amtrak), etc.)	101	

***See Out-of-State TEC example below***



# TRAVEL EXPENSE CLAIM

FA-0302 (REV 1/2010) Front CT #7541-0620-9

## PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

See Instructions On Reverse Side

CLAIMANT'S NAME (First, M, Last) Cal Trans			CALTRANS EMPLOYEE ID NUMBER S999999			CONTACT PHONE NUMBER (916) 123-4567		
POSITION TITLE Transportation Engineer			B.U./M.D. 9			UNIT (where check to be sent) 3664		
CLAIMANT'S HOME ADDRESS 6450 Broadway			HEADQUARTERS ADDRESS 1820 Alhambra Blvd.			M.S. 25		
CITY Sacramento			STATE CA			ZIP CODE 91234-5678		
CITY Sacramento			STATE CA			ZIP CODE 95816-8018		

(1) MONTH/YEAR 3/2016		(3) LOCATION Where Expenses Were Incurred	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION						(8) BUSINESS EXPENSE (Box 16)	(9) TOTAL EXPENSE FOR DAY
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., LIT, OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE TOLLS, PARKING	(10) 54 PRIVATE CAR USE				
											MILES	AMOUNT			
6	1600	Sacramento to Spokane, WA	131.36			23.00			PC	P	10.00	13	7.02		171.38
7		Spokane, WA	131.36	7.00	11.00	23.00	5.00		RC	P	10.00				187.36
8		Spokane, WA	131.36	7.00	11.00	23.00	5.00		RC	P	10.00				187.36
9		Spokane, WA	131.36	7.00	11.00	23.00	5.00		RC	P	10.00				187.36
10		Spokane, WA	131.36	7.00	11.00	23.00	5.00		RC	P	10.00				187.36
11	1600	Spokane, WA to Sacramento		7.00	11.00		5.00	28.48	PC	P	10.00	13	7.02		68.50
(10)	SUBTOTALS		656.80	35.00	55.00	115.00	25.00	28.48			60.00		14.04		989.32

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)  
This was an out-of-state trip, for pre-weld mtg and fabrication facility visit.

Claim Total \$ 989.32

Sacramento Airport parking \$10.00 /day, rental car gasoline \$28.48.

(12) NORMAL WORK HOURS		COST CODING									
7:00 - 16:00		UNIT	PROJECT	PHASE	REPORTING	OBJECT	SUB-OBJECT	AMOUNT	PY	ACTIVITY	SUB-ACTIVITY
(13) WORK SCHEDULE		3664	0000000853	N		021		\$886.80	16		
9/80 Friday B		3664	0000000853	N		101		\$102.52	16		
(14) PRIVATE VEHICLE LICENSE #											
4CAL123											
(15) MILEAGE RATE CLAIMED											
.54											

Apply to Travel Advance (TA) \_\_\_\_\_ (12 digit document #) and/or check #

I HEREBY CERTIFY that the above line is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

(16) CLAIMANT'S SIGNATURE	DATE
(17) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
(18) SIGNATURE AND TITLE OF AUTHORITY FOR BUSINESS EXPENSES EXCEEDING \$25.00	DATE

NOTE: ORIGINAL TEC AND RECEIPTS PLUS ONE COPY MUST BE SENT TO ACCOUNTING

ADD PAGE



## **OUT-OF-COUNTRY TRAVEL EXPENSE CLAIMS (TECS) - CHECKLIST**

All out-of-country travel expense claims (TEC's) should be checked for the following:

- Claims are identified as "Out-of-Country" under purpose of trip.
- Two copies of the approved [Form FA0257, "Request for Approval of Out-of-State Travel"](#) are attached to the TEC.
- A copy of the itinerary from the travel agency or airline ticket receipt is attached to the claim. The itinerary or airline ticket receipt must indicate the total cost of the airfare, including any change fees.
- A copy of car rental receipt is attached to the claim.
- Meal reimbursement is not claimed for a meal that is served and/or offered on the flight.
- An out-of-country claim must include valid documentation for foreign currency exchange rates. If unavailable, the [FXConverter](#) (Foreign Exchange Currency Converter) may be used as adequate documentation.
- Out-of-state object codes are used in coding the TEC. See Agency Object Codes below.
- An out-of-country claim must be submitted on a separate TEC. Do not include with expenses for in-state travel, except those directly related to the out-of-country trip (i.e. mileage to and from the airport upon departure and return).
- All information on the TEC must be consistent with the Form FA0257. The sum of the amount claimed on the TEC and the transportation costs charged to the state (airfare, rental car, etc.) must not exceed the total approved on the FA0257. Conference fees and training costs are not included in this comparison. Contact the division out-of-state coordinator for additional approval if expenses exceed the total amount approved on the FA0257.

## AGENCY OBJECT AND SUB OBJECT CODE

Description	Object	* Sub Object
Conference and Meeting Fees (In-State and Out-of-State)	077	
Out-of-State Commercial Airfare	108	
Out-of-State Per Diem (Lodging, Meals, and Incidentals)	021	
Out-of-State Travel Expenses (Business Expenses, Mileage, Parking, Tolls, Rental Car, Rental Car Fuel, Taxi, Rail (Amtrak), etc.)	101	

**See Out-of-Country TEC example below**

**PERSONAL INFORMATION NOTICE**

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

See Instructions On Reverse Side

CLAIMANT'S NAME (First, M, Last) Cal Trans			CALTRANS EMPLOYEE ID NUMBER s999999			CONTACT PHONE NUMBER (916) 123-4567		
POSITION TITLE Transportation Engineer			B.U./M.D. 9			4-DIGIT UNIT # (Where check to be sent) 3664		
CLAIMANT'S HOME ADDRESS 6450 Broadway			HEADQUARTERS ADDRESS 1820 Alhambra Blvd.			M.S. 25		
CITY Sacramento			STATE CA			ZIP CODE 91234-5678		
CITY Sacramento			STATE CA			ZIP CODE 95816-8018		

(1) MONTH/YEAR 3/2016		(3) LOCATION Where Expenses Were Incurred	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE (Box 18)	(9) TOTAL EXPENSE FOR DAY	
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., L.T. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE TOLLS PARKING	(D) 0.54 PRIVATE CAR USE MILES AMOUNT				
20	1600	Sacramento to Shanghai, China	226.81			24.99			PC	P	10.00	13	7.02		268.82
21		Shanghai, China	226.81	20.00	24.99	24.99	24.99			P	10.00			20.01	351.79
22		Shanghai, China	226.81	20.00	24.99	24.99	24.99	7.00	B	P	10.00				338.78
23		Shanghai, China	226.81	20.00	24.99	24.99	24.99	7.00	B	P	10.00				338.78
24		Shanghai, China	226.81	20.00	24.99	24.99	24.99			P	10.00				331.78
25	1400	Shangai, China to Sacramento		20.00	24.99				PC			13	7.02		52.01
(10)	SUBTOTALS		1134.05	100.00	124.95	124.95	99.96	14.00			50.00		14.04	20.01	1,681.96

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)  
 This was an out-of-country trip, SFOBB SAS fabrication in ZPMC, Shanghai, China.

Claim Total \$ 1,681.96

\* The business expense is for cell phone prepaid card.

(12) NORMAL WORK HOURS		COST CODING								
UNIT	PROJECT	PHASE	REPORTING	OBJECT	SUB-OBJECT	AMOUNT	FY	ACTIVITY	SUB-ACTIVITY	
7:00 - 16:00										
(13) WORK SCHEDULE	3664	0000000853	N		021	\$1,583.91	16			
9/80 Friday B	3664	0000000853	N		101	\$98.05	16			
(14) PRIVATE VEHICLE LICENSE #										
4CAL123										
(15) MILEAGE RATE CLAIMED										
.54										

Apply to Travel Advance (TA) (12 digit document #) and/or check #

I HEREBY CERTIFY that the above line is a true statement of the travel expenses incurred by me in accordance with CalHR rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

(16) CLAIMANT'S SIGNATURE	DATE
(17) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
(18) SIGNATURE AND TITLE OF AUTHORITY FOR BUSINESS EXPENSES EXCEEDING \$25.00	DATE

NOTE: ORIGINAL TEC AND RECEIPTS PLUS ONE COPY MUST BE SENT TO ACCOUNTING

# TRAVEL EXCEPTIONS

**References:** Department of Human Resources (CalHR), Personnel Management Liaison Memorandum (PML) [93-28](#), [95-050](#), [2001-014](#), and [2003-026](#)

## INTRODUCTION

There are certain exceptions to the travel rules. All exceptions require the approval of the appointing power (employee's supervisor or manager) before submission to the Division of Accounting's Travel Policy Section. Some exception requests require additional approval from Department of Human Resources (CalHR).

Travel exceptions can be approved for the following:

- Excess Lodging Rate Requests
- Short-Term Subsistence Beyond 30 Days
- 50-Mile Limit

## EXCESS LODGING RATE REQUESTS

Required approvals: Appointing power, Travel Policy Section, CalHR when required.

If an employee is not able to secure lodging within the approved state rates, an Excess Lodging Rate Request/Approval form ([STD255C](#)) must be submitted to the Travel Policy Section ***15 calendar days prior to travel***. A list of the moderately priced hotels contacted, dates of the contacts, and the results of the contacts must be included with the request.

## SHORT-TERM SUBSISTENCE BEYOND 30 DAYS

**References:** [California Code of Regulations \(CCR\) 599.619](#) and [Bargaining Unit Contracts](#)

Required approvals: Appointing power and Travel Policy Section

Short-term subsistence (per diem) will be discontinued after the 30<sup>th</sup> consecutive day assigned to one location unless an extension has been previously documented and approved by the Division of Accounting's Travel Policy Section.

All requests must be submitted to the Travel Policy Section and include the following information:

1. Name and job classification of employee.
2. Beginning date and anticipated ending date of assignment.
3. The business need and circumstances which justify an extension of the short-term rate.
4. A description of efforts that were made to secure long-term accommodations including documentation of contact with establishments catering to the long-term visitor.

5. Attach a completed and approved form [FA1350](#), “Long-Term Assignment Information Certification of Subsistence Rates”.

## 50-MILE LIMIT

**References:** Department of Human Resources (CalHR), Personnel Management Liaison Memorandum [93-28](#), California Code of Regulations, Administration, Title 2, (CCR) Section [599.616.1](#), [Bargaining Unit Contracts](#), [SAM 0715](#) and State Controller’s Office [Payroll Procedure Manual](#), N 145.

Required approvals: Appointing power and Travel Policy Section

In cases where adherence to the 50-mile limitation creates an unusual or unavoidable hardship to the employee, an exception may be requested by the appointing power. The reimbursement for travel expenses within 50 miles of an employee's headquarters and primary residence may only be granted in rare instances, ***15 calendar days prior to travel***, and must clearly demonstrate an unusual and unavoidable hardship. All per diem expenses associated with an approved 50-mile exception will be reported to the State Controller's Office as taxable income.

It is a supervisor’s responsibility to request an exception on behalf of the employee. All requests must be submitted in writing to the Travel Policy Section and include the following information:

1. Name of the employee
2. Addresses of home, headquarters, and the exception site
3. Mileage for distances between home and headquarters, home and exception site, and headquarters to exception site.
4. Description of the event or work to be completed
5. Date(s) requested for exception
6. Costs to be incurred by the request – meals, lodging, other, total
7. Justification of need to provide meals and lodging, citing the unusual and unavoidable circumstances and the business need.
8. Sponsorship, if applicable. Include the name of state department or outside entity responsible for planning and scheduling the event. Copies of training or conference agendas and registration forms must be attached to the request.

The following requests for exception will not be approved:

- Circumstances related to traffic congestion.
- Expenses associated with networking.
- Lunches for trips less than 24 hours.
- Meals served at mandatory meetings.
- Per Diem at an employee's headquarters.
- Per Diem at an employee's primary residence.

The 50-mile rule applies only if an employee is claiming per diem (lodging, meals, and incidentals). Other travel expenses, such as mileage, parking, tolls, and transportation costs, are still reimbursable even if a location is less than 50 miles from the employee’s home and headquarters.

## SUBMISSION OF EXCEPTION REQUESTS

Each exception request:

- Should be submitted in writing or, if applicable, using a designated exception request form, such as form [STD255C](#) for an Excess Lodging Rate Request.
- Should be submitted to the Travel Policy Section at least 15 calendar days in advance of travel or as soon as the circumstances that require approval are known.  
*An exception request submitted to the Travel Policy Section after travel has concluded will not be considered for approval.*
- Will be considered for approval by Travel Policy based on the circumstances detailed in the written request.
- Should be submitted to the:

Division of Accounting  
OTSS Travel Policy Section  
P.O. Box 168018  
Sacramento, CA 95816-8018

The fax number for Travel Policy is (916) 227-9357 or email Kathy Greenwood.

## UNAPPROVED EXCEPTIONS

Expenses resulting from exceptions to travel rules and submitted for reimbursement without an approval letter will either:

- Not be paid or
- Will be paid in accordance with the applicable bargaining unit contract and CalHR regulations for regular travel.

# CALTRAVELSTORE – CONCUR TRAVEL RESERVATION SYSTEM

Open CalTravelStore web page from Caltrans intranet – Onramp

Caltrans Onramp :: Home

Skip to: [Content](#) | [Footer](#) Search Caltrans Intranet GO

**onramp** Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.

Home Organization Charts Phone Lists Site Index

**onramp.dot.ca.gov**

- From the Director
- Mission, Vision, Goals, Values
- Applications
- Calendars
- CTPass
- Deputy Directives/Policies
- Delegations of Authority
- E-FIS Issue Resolution Project
- Emergency Information
- Employee Resources
- External Sites
- Forms
- Internal Programs/Divisions/Districts
- Manuals/Guides
- News
- Risk Management
- Comments

## Caltrans Intranet

### Director's December 16th Update to all Employees

December 16, 2014

This month, Director Malcolm Dougherty comes to us from Caltrans' largest equipment shop in Sacramento and discusses the crucial role the Division of Equipment plays in building, maintaining and modernizing the vehicles and heavy equipment that keep California's highways clear, open and safe.

[Video](#) | [Transcript](#) | [Word](#)

### Director's October 3rd Update to all Employees

October 3, 2014

This month, Caltrans Director Malcolm Dougherty comes to us from our newest Transportation Management Center in District 8. He showcases the award-winning, innovative, and sustainable LEED center, as well as the technology we use throughout the state to manage California's transportation system.

[Video](#) | [Transcript](#) | [Word](#)

### Director's August 20th Update to all Employees

August 20, 2014

**Advantage & infoAdvantage Support Center**

Advantage / infoAdvantage is up and running  
infoAdvantage is current through January 28, 2015.

**CTPass**

- Log in

**Caltrans IT Service Desk**

- Request: Service Desk Ticket
- Email: Service Desk for Information
- Contact: Service Desk by District

**Travel**

- Travel Guide
- TravelStore login**

**Jobs**

- Exam Announcements
- Position Vacancy Information

EST. 1975

**TRAVELSTORE**

WE'VE BEEN WHERE YOU WANT TO GO

## CALTRAVELSTORE

GOVERNMENT BUSINESS TRAVEL

[Home](#) | [CalTravelStore](#) | [DGS](#) | [Helpful Links](#) | [Training](#) | [FAQs](#)

Call Us

**877.454.8785**

**916.376.3989**

8:00am - 5:00pm, Mon-Fri.

After a competitive bid process, the Department of General Services Statewide Travel Program contracted with TravelStore as the only authorized Travel Management Service

## Our Services



### CalTravelStore Contacts

TravelStore has been servicing state departments for

**Concur**

Login



Enter your User Name and Password to log in.

- If you do not have an account, please contact Travel Policy Section to request an account.
- If you forgot your password, please click the “Forgot your password?” link or contact Travel Policy Section to reset your password.

The image shows two parts of the Concur system. The top part is the login page, and the bottom part is the user dashboard.

**Concur Sign In Page:**

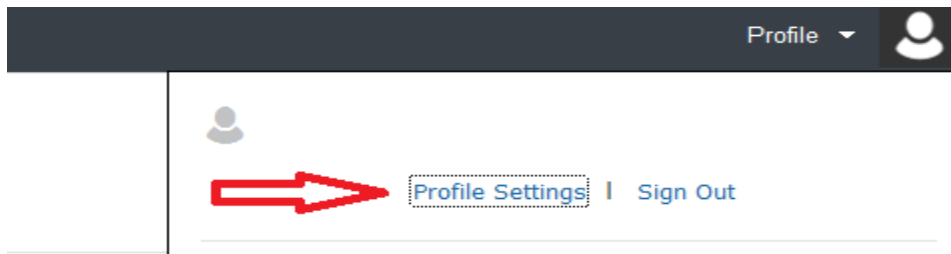
- Header: CONCUR logo.
- Section: Sign In.
- Fields: User Name (text input), Password (password input).
- Checkbox: ☐ Remember user name on this computer.
- Button: Sign In.
- Links: [Forgot your user name?](#), [Forgot your password?](#).
- Language: Change language (English (US) selected).
- Background: A city skyline at sunset.

**Concur Dashboard:**

- Header: Home, Travel, Approvals, Reporting, App Center, Administration, Help, Profile.
- Navigation: Home, Travel, Approvals, Reporting, App Center.
- User Greeting: CALIFORNIA DEPARTMENT OF TRANSPORTATION, Hello, Terence.
- Metrics: 00 Required Approvals, 00 View Trips.
- TRIP SEARCH: Booking for myself | [Book for a guest](#). Includes icons for Air, Rail, Car, Hotel, and a clock. A note states: "NOTE: Reservations within 24 hours should not be reserved in Concur. Travelers should contact CalTravelStore directly at 877-454-8785." Search filters include Round Trip (selected), One Way, and Multi-Segment. Fields for Departure City and Arrival City are present with "Find an airport" and "Select multiple airports" links. A Search button and a Show More link are at the bottom.
- ALERTS: You haven't signed up to receive e-receipts. [Sign up here](#).
- COMPANY NOTES: A blue banner titled "Beat the Rush! 1 DAYS remain until the Enhanced UI." with text: "Thousands of companies are already enjoying the benefits on the Enhanced User Interface. Switch today so you and your users can benefit as well. —Concur" and an Upgrade Now button. Below it, a white box titled "Not possible to book Trainline on new UX" with text: "The below message is only shown to the Travel Policy Administrators at your company. Due to technical problems, Trainline bookings are currently failing on the new UX. We appreciate your patience while we work together with our Development team to resolve this issue as quickly as possible."



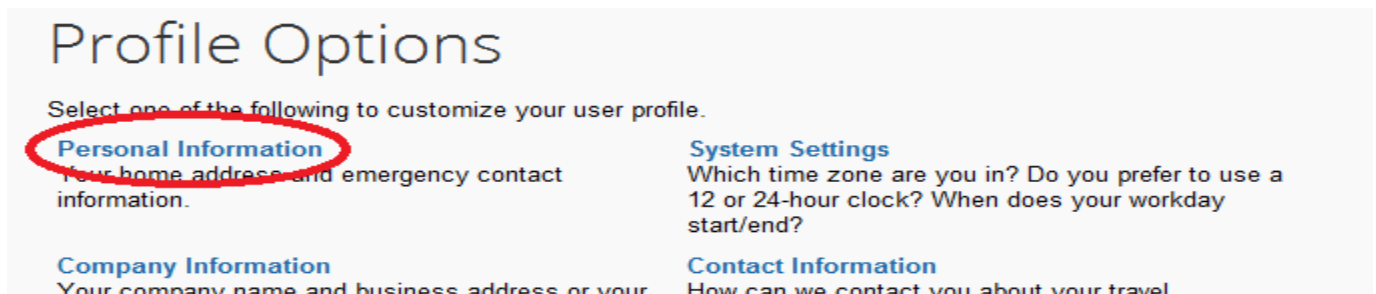
## UPDATE TRAVELER PROFILE



## PERSONAL INFORMATION

Open Profile Setting then click on Personal Information. In My Profile – Personal Information, please fill in the following required fields:

1. Middle Name
2. Work Phone or Home Phone number
3. Gender
4. Date of Birth



## DESIGNATE TRAVEL ASSISTANT

Each Concur account allows the traveler to designate one or more travel assistants authorized to make travel arrangements on his or her behalf. When designating a travel assistant, the traveler must designate an individual who has a profile in Concur. Contact the Travel Policy Section for assistance.

On the **Concur Home** page, select **Profile** then **Profile Settings** on the menu at the top of the page. On the **Profile Options** page, select **Setup Travel Assistants**.

#### Company information

Your company name and business address or your remote location address.

#### Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

#### Contact information

How can we contact you about your travel arrangements?

#### Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

#### E-Receipt Activation

Enable e-receipts to automatically receive electronic

Select “**Add an Assistant.**” In the **Assistant** field, enter the assistant’s name. Travel Assistants must have an established Concur account to accomplish this task. Contact the Travel Policy Section for assistance. Select “**Can book travel for me**” and/or “**Is my primary assistant for travel**” Click “Save” and the Travel Assistant’s name will display on the “**Assistants and Travel Arrangers**” section.

Assistants and Travel Arrangers [Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

☐ Refuse Self Assigning Assistants ?

Your Assistants and Travel Arrangers [\[+\] Add an Assistant](#)

You currently have no assistants defined.

[Save](#) [Cancel](#)

Credit Cards [Go to top](#)

Assistants and Travel Arrangers [Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

☐ Refuse Self Assigning Assistants ?

Your Assistants and Travel Arrangers [\[+\] Add an Assistant](#)

You currently have no assistants defined.

[Save](#) [Cancel](#)

Credit Cards [Go to top](#)

[\[+\] Add a Credit Card](#)

saved.

## CHANGE PASSWORD

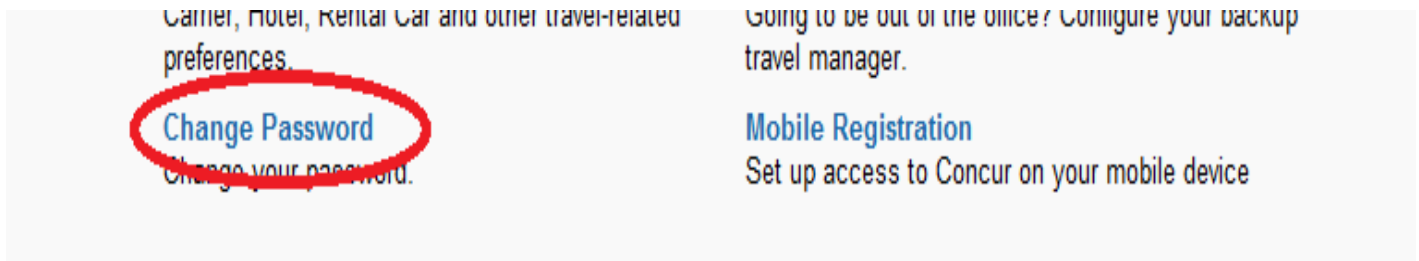
Users should immediately change the assigned temporary password to a personal password. From the Concur home page, select **Profile** then **Profile Settings** from the menu at the top of the page. From the Profile Options menu, select **Change Password**.

1. Enter the old (temporary) password and the new password in the designated fields.
2. Verify the new password by reentering it in the **Re-enter Password** field.

Enter a word or phrase in the **Password Hint** field to act as a reminder when the password is lost and then click **Save**. After a successful log in, the **Travel Center** page will appear. From the **Travel Center** page, users must complete their personal profile.

If you cannot remember the password, contact the Travel Policy Section for a password reset. A password reset can take as long as 24 hours if failed login attempts exceed the maximum allowed.

When finished entering the information, click **Save**. There are several **Save** buttons on the Profile page. Travelers only need to save once, as every **Save** button saves the entire profile.



## Change Password

A password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%\*#@#). It cannot contain spaces. All fields are required.

**Note: Passwords are case sensitive.**

Old Password	New Password	Re-enter New Password
<input type="password"/>	<input type="password"/>	<input type="password"/>

Password Hint (we will email this to you if you forget your password)

# TRAVEL VACATION REASSIGNMENT

Managers can reassign all the approval requests to others who will handle travel approvals in their absence.

- To start reassignment – enter back up manager name in the box then press Submit
- To cancel reassignment – leave the box blank then press Submit

CONCUR

Travel Approvals Reporting App Center

Profile Personal Information Change Password System Settings Mobile

Terence Hung

Profile Settings | Sign Out

Administer for another user...

☒ I am a delegate or travel assistant

☐ I am a self-assigning travel arranger

Cancel Apply

Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

**Travel Vacation Reassignment**

Going to be out of the office? Configure your backup travel manager.

Mobile Registration

Profile Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

Travel Vacation Reassignment

Choose a person in your company who will handle travel approvals assigned to you in your absence. When you return from vacation, remember to come back here and clear out the backup manager so that you receive approvals as normal again.

**Note 1:** If your designated backup manager goes on vacation while you are also on vacation, then all travel approvals that are assigned to you will be redirected to your company's travel administrator.

**Note 2:** This will **not** reassign any items currently in your approval queue; please handle those before you leave.

Back up Manager Name Submit None

# MAKING RESERVATIONS

**TRIP SEARCH**

Booking for myself | [Book for a guest](#)

☒ Flight ☐ Car ☐ Hotel ☐ Rail ☐ Clock

NOTE: Reservations within 24 hours should not be reserved in Concur. Travelers should contact CalTravelStore directly at 877-454-8785.

**Air/Rail Search**

☒ Round Trip ☐ One Way ☐ Multi-Segment

Departure City [?](#)  
SMF - Sacramento International - Sacramento, CA  
[Find an airport](#) | [Select multiple airports](#)

Arrival City [?](#)  
ONT - Ontario Intl - Ontario, CA  
[Find an airport](#) | [Select multiple airports](#)

Departure [?](#)  
03/01/2015 depart Afternoon ± 8

Return [?](#)  
03/06/2015 depart Afternoon ± 8

☒ Pick-up/Drop-off car at airport  
☒ Find a Hotel

Find hotels within 5 Distance Units miles of  
☐ Airport ☐ Address  
☐ Company Location ☒ Reference Point / Zip Code

Reference Point / Zip Code  
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')  
Ontario, CA

☐ With names containing:

☐ Specify airline [?](#)  
☐ Refundable only air fares

Search flights by ☒ Price ☐ Schedule

**Search**

Making flight arrangements:

- Click on the Flight tab.
- Indicate Round Trip, One-Way or Multi-Segment.
- Enter Departure City/Arrival City.
- Enter Departure/Return Dates using the Calendar.
- (Note: You may change Departure to Arrival time).
- Enter time of Departure/Return (dropdown)

Choose a Rental Car or Hotel

If a rental car is required at the airport, check “Pick-up/Drop-off car at airport.”

\*If you wish to reserve a Hotel room, check “Find a Hotel.”

\*Note: Employees are required to use the “Find a Hotel” function to secure lodging.

Refundable only air fares – check this box if employee is not a frequent traveler and there is a chance of trip cancellation.

Click “Search” after all the fields have been entered.





## SERVICE FEES

When booking individual reservations online for hotel, car, air, and rail, a service fee is charged per transaction. Making multiple bookings under one reservation is recommended as the service fee is only charged once no matter how many bookings. After hours, the service fee will rise to \$16.00 per reservation segment. After hours calls should be made for EMERGENCIES ONLY.

## Sacramento, CA To Ontario, CA Sun, Mar 1 - Fri, Mar 6

[Print / Email](#)

[Hide matrix](#)

All 24 results	 Southwest ♦♦	 Delta ♦	 Multiple Carriers	 US Airways	 American Airlines
<b>Nonstop</b> 2 results	426.14 2 results	--	--	--	--
<b>1 stop</b> 14 results	--	1,228.70 1 results	130.00 1 results	493.70 6 results	559.70 6 results
<b>2 stops</b> 8 results	--	1,283.70 4 results	130.00 4 results	--	--

 [Baggage Fee Policies](#)

[Show fare display legend](#)

[Shop by Fares](#)

[Shop by Schedule](#)

Sorted By: [Policy - Most Compliant](#) ▼

ALL State of California Fares are refundable, no change fee or penalties apply.

NOTE: Same day flight reservations should not be reserved in Concur. Travelers should contact the CalTravelStore directly at 916-376-3989 or Toll Free at 877-454-8785.

## SHOP BY SCHEDULE
















Select an outbound flight AND return flight to compare flight costs

Outbound

Return

Sacramento, CA - Sun, Mar 1

Displaying: 5 out of 22 results.

	Carrier	Depart	Arrive	Stops	Class	SeatMap
<div><div><div></div></div><div>Starting From: \$426.14</div></div>	<div><div></div><div>Southwest #1034</div></div>	SMF 12:15 pm →	ONT 01:30 pm	0	Economy	
	<div><div></div><div>1h 15m; 246 lbs CO<sub>2</sub>; (Southwest)</div></div>					
<div><div><div></div></div><div>Starting From: \$426.14</div></div>	<div><div></div><div>Southwest #113</div></div>	SMF 03:30 pm →	ONT 04:40 pm	0	Economy	
	<div><div></div><div>1h 10m; 246 lbs CO<sub>2</sub>; (Southwest)</div></div>					
<div><div><div></div></div><div>Starting From: \$426.14</div></div>	<div><div></div><div>Southwest #4288</div></div>	SMF 05:00 pm →	ONT 06:15 pm	0	Economy	
	<div><div></div><div>1h 15m; 246 lbs CO<sub>2</sub>; (Southwest)</div></div>					
<div><div><div></div></div><div>Starting From: \$426.14</div></div>	<div><div></div><div>Southwest #1002</div></div>	SMF 06:25 pm →	ONT 07:40 pm	0	Economy	
	<div><div></div><div>1h 15m; 246 lbs CO<sub>2</sub>; (Southwest)</div></div>					
<div><div><div></div></div><div>Starting From: \$426.14</div></div>	<div><div></div><div>Southwest #605</div></div>	SMF 09:55 pm →	ONT 11:10 pm	0	Economy	
	<div><div></div><div>1h 15m; 246 lbs CO<sub>2</sub>; (Southwest)</div></div>					

Displaying: 5 out of 22 results.

Shop by Fares
Shop by Schedule
Sorted By: Depart - Earliest

We could do a deeper search to find additional flights, including sold out flights. [Load detailed schedule data.](#)

**Chosen Carriers**

**Outbound**

Starting From: \$426.14

Southwest #1002 SMF 06:25 pm → ONT 07:40 pm 0 Economy  
1 hour 15 minutes; 246 lbs CO<sub>2</sub>; (Southwest)  
Remove

Outbound
Return

**Ontario, CA - Fri, Mar 6**  
Displaying: 6 out of 21 results. ?

	Carrier	Depart	Arrive	Stops	Class	SeatMap
Starting From: \$426.14	Southwest #3939	ONT 07:50 am → SMF 09:10 am 0 Economy				
	1h 20m; 246 lbs CO <sub>2</sub> ; (Southwest)					
Starting From: \$426.14	Southwest #390	ONT 10:45 am → SMF 12:05 pm 0 Economy				
	1h 20m; 246 lbs CO <sub>2</sub> ; (Southwest)					
Starting From: \$426.14	Southwest #4208	ONT 12:30 pm → SMF 01:50 pm 0 Economy				
	1h 20m; 246 lbs CO <sub>2</sub> ; (Southwest)					
Starting From: \$426.14	Southwest #2880	ONT 03:55 pm → SMF 05:10 pm 0 Economy				
	1h 15m; 246 lbs CO <sub>2</sub> ; (Southwest)					
Starting From: \$426.14	Southwest #1807	ONT 07:55 pm → SMF 09:15 pm 0 Economy				
	1h 20m; 246 lbs CO <sub>2</sub> ; (Southwest)					
Starting From: \$426.14	Southwest #3489	ONT 09:10 pm → SMF 10:25 pm 0 Economy				
	1h 15m; 246 lbs CO <sub>2</sub> ; (Southwest)					

After selecting outbound and return flight, click on “Price these options”

Shop by Fares
Shop by Schedule
Sorted By: Depart - Earliest

We could do a deeper search to find additional flights, including sold out flights. [Load detailed schedule data.](#)

**Chosen Carriers**

**Outbound**

Starting From: \$426.14

Southwest #1002 SMF 06:25 pm → ONT 07:40 pm 0 Economy  
1 hour 15 minutes; 246 lbs CO<sub>2</sub>; (Southwest)  
Remove

**Return**




Starting From: \$426.14

Southwest #1807 ONT 07:55 pm → SMF 09:15 pm 0 Economy  
1 hour 20 minutes; 246 lbs CO<sub>2</sub>; (Southwest)  
Remove

Price these options






## SHOP BY FARES

Select the round trip flight, click Fares

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: <b>\$426.14</b>	 Southwest	SMF	06:25 pm → ONT	07:40 pm	0 1h 15m
<b>Fares</b> ✓		ONT	07:55 pm → SMF	09:15 pm	0 1h 20m
Compare ↗	 	R	More like this +	Show fares ▼	

## SELECT TO RESERVE FLIGHT

\*Reminder\* Business Select seating is not allowed for State business traveling

Starting From: <b>\$426.14</b>	 Southwest	SMF	06:25 pm → ONT	07:40 pm	0 1h 15m
<b>Fares</b> ✓		ONT	07:55 pm → SMF	09:15 pm	0 1h 20m
Compare ↗	 	R	More like this +	Hide fares ^	
Outbound flight: Sacramento, CA (SMF) - Ontario, CA (ONT) Sun, Mar 1					
 Southwest #1002	Sacramento International... (SMF) Depart: Sunday, 06:25 pm		Ontario Intl (ONT) Arrive: Sunday, 07:40 pm		
Stops: 0 Duration: 1h 15m Anytime: Y 246 lbs CO <sub>2</sub>					
<input checked="" type="radio"/> Anytime \$214.32 <input type="radio"/> Business Select \$234.99					
Return flight: Ontario, CA (ONT) - Sacramento, CA (SMF) Fri, Mar 6					
 Southwest #1807	Ontario Intl (ONT) Depart: Friday, 07:55 pm		Sacramento International... (SMF) Arrive: Friday, 09:15 pm		
Stops: 0 Duration: 1h 20m Anytime: Y 246 lbs CO <sub>2</sub>					
<input checked="" type="radio"/> Anytime \$211.82 <input type="radio"/> Business Select \$232.49					
<b>Southwest</b> Fare Rules Ticket is refundable					
Your company credit card will be used to purchase this trip.					
<b>Select</b> ✓					



Review your reserved flight then click

[Reserve Flight and Continue](#)

## CHOOSE CAR

Note: Selection is limited to Enterprise Rent-A-Car for in-state travel or National Rent-A-Car for out-of state travel. Justification is required for anything other than a Compact or Intermediate size vehicle.

Pick up: (ONT) on Sun, Mar 1 07:40 PM  
Return: Fri, Mar 6 07:55 PM

[Print / Email](#)  
[Hide matrix](#)

All 27 results	Compact Car	Intermediate Car	Standard Car	Standard Convertible	Full-size Car	Premium
	25.54	25.54	28.10	--	28.10	65.
	25.54	25.54	28.10	208.00	28.10	65.

Displaying: 27 out of 27 results. << Previous 1 2 3 Next >> | All

Sorted By: Policy - Most Compliant

**Compact Car** (Sabre)

E-Receipt Enabled [more info](#)

**\$25.54 per day**  
(Corporate rate)  
\$127.72 weekly rate

Select

Unlimited miles  
Automatic transmission  
Total cost **\$166.58\***

**Intermediate Car** (Sabre)

E-Receipt Enabled [more info](#)

**\$25.54 per day**  
(Corporate rate)  
\$127.72 weekly rate

Select

Unlimited miles  
Automatic transmission  
Total cost **\$166.58\***

















After Select the car, review and confirm by clicking

[Reserve Car and Continue](#)


33

## CHOOSE HOTEL ROOM

Ensure the room rate does not exceed the maximum rate for the specific location.  
See page 6 regarding short-term lodging reimbursement rates.

<b>1. Ontario Airport Hotel &amp; Conf...</b>			from <b>\$84</b>
	<b>700 N Haven Ave</b> <b>Ontario, CA 91764-4902</b>  <b>3.89 miles</b>   <a href="#">view map</a>	 	
<a href="#">more info</a>   <a href="#">compare</a>			<a href="#">choose room</a> ▶
<b>2. Extended Stay America Ontario Ai...</b>			from <b>\$85</b>
	<b>3990 E Inland Empire Blvd</b> <b>Ontario, CA 91764</b> <b>North Ontario</b>  <b>4.23 miles</b>   <a href="#">view map</a>	 	
<a href="#">more info</a>   <a href="#">compare</a>			<a href="#">choose room</a> ▶
<b>3. Best Western Plus Heritage Inn</b>			from <b>\$89</b>
	<b>8179 Spruce Ave</b> <b>Rancho Cucamonga, CA 91730</b> <b>Terra Vista</b>  <b>5.34 miles</b>   <a href="#">view map</a>	 	
<a href="#">more info</a>   <a href="#">compare</a>			<a href="#">choose room</a> ▶
<b>4. aloft Rancho Cucamonga</b>			from <b>\$90</b>
	<b>10480 4th St</b> <b>Rancho Cucamonga, CA 91730</b> <b>North Ontario</b>  <b>3.83 miles</b>   <a href="#">view map</a>	 	
<a href="#">more info</a>   <a href="#">compare</a>			<a href="#">choose room</a> ▶

### 4. aloft Rancho Cucamonga



10480 4th St  
Rancho Cucamonga, CA 91730  
North Ontario  
3.83 miles | [view map](#)

★★★★★

○○○○○

rate this hotel

from

\$90

[more info](#) | [compare](#)

[hide rooms](#)

\$90

1king:state Government Rate - - Id Required. Not Valid For Government-contra<sup>c</sup> Ted Vendors  
State Government Id Required At Ch Aloft Non-smoking-285 Sq Ft:free High-speed Internet:42  
Inch Flat Screen Lcd Tv:rest And (Rate Code: A1KGVS) (Sabre)

\$90

2queen:state Government Rate - - Id Required. Not Valid For Government-contra<sup>c</sup> Ted Vendors  
State Government Id Required At Ch Aloft Non Smoking-315 Sq Ft:free High-speed Internet:42  
Inch Flat Screen Lcd Tv:rest And (Rate Code: B2QGVS) (Sabre)

\$90

1king:state Government Rate - - Id Required. Not Valid For Government-contra<sup>c</sup> Ted Vendors  
State Government Id Required At Ch Accessible Non-smoking:free High-speed Internet:ada  
Requirements:rest And Relaxation (Rate Code: C1KGVS) (Sabre)

---

1king Red:hot Travel - 10 Percent Off Food Beverage/hsia/airport Shuttl Aloft Non-smoking-285

[Rate details / Cancellation policy](#)

Select

Reserve Hotel - Hotel must be paid by a personal credit card in User Profile or add your credit card when you review your hotel reservation.

## SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

There are no credit cards defined.

Add credit card

\* Indicates credit card is a company card

After reviewing your hotel reservation, click [Reserve Hotel and Continue](#)

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## REVIEW ITINERARY

### Travel Details

#### Trip Overview

**I want to...**

[Print Itinerary](#)  
[E-mail Itinerary](#)

**Trip Name:** Trip from Sacramento to Ontario [\(Edit\)](#)

**Start Date:** Mar 1, 2015

**End Date:** Mar 6, 2015

**Created:** Feb 5, 2015, Terence Hung  
(Modified: Feb 5, 2015)

**Description:** (No Description Available) [\(Edit\)](#)

**Agency Record Locator:** KQADZY

**Passengers:** Terence Hung

**Total Estimated Cost:** \$1,042.72 USD  
[\(Details\)](#)

**Add to your Itinerary**



[Car](#)



[Hotel](#)



This trip requires approval.  
The deadline for approval is:  
02/06/2015 7:59 PM Pacific

#### Reservations

Sunday, March 1, 2015



##### Flight (ONT)

**Sacramento, CA (SMF) to Ontario, CA**

[Cancel all Air](#)

##### Southwest 1002

**Departure: 06:25 PM**  
**Seat: No seat assignment**

Sacramento International (SMF)  
Duration: 1 hour, 15 minutes  
Nonstop

**Confirmation: 88RHDY**

Status: **Booked directly in Southwest /88RHDY**

**Arrival: 07:40 PM**

Ontario Intl (ONT)

##### Additional Details

Distance: 390 miles  
E-Ticket  
Emissions: 246.5 lbs CO<sub>2</sub>  
Cabin: Anytime (Y)



##### Enterprise Car Rental at: Ontario US (ONT)

[Change](#) | [Cancel](#)

Pick-up at: Ontario US (ONT)

**Pick Up: 07:40 PM** Sun Mar 1

Pick-up at: [Ontario US \(ONT\)](#)  
Number of Cars: 1

**Confirmation: 690617629COUNT**

Status: **Confirmed**  
Frequent Guest Number: APPLICANT  
Rate Code: Z1XQNW

**Return: 07:55 PM** Fri Mar 6

Returning to: [Ontario US \(ONT\)](#)

##### Additional Details

Rate: \$127.72 USD weekly rate, unlimited miles; \$31.93 USD extra daily rate, unlimited miles; \$10.54 USD extra hourly rate, unlimited miles  
Total Rate: \$166.58 USD

Corporate Discount: XXXXXX

##### Rental Details

Compact / Car / Automatic transmission / Air conditioning



## aloft Rancho Cucamonga

[Change](#) | [Cancel](#)

10480 4th St  
Rancho Cucamonga, California, 91730  
US  
909-484-2018

### Checking In: Sun Mar 1

Room 1, Days 5, Guests 1

### Confirmation: C031355789

Status: **Confirmed**

Rate Code: A1KGV5

### Checking Out: Fri Mar 6

#### Additional Information

Daily Rate: \$90.00 USD

Total Rate: \$450.00 USD

#### Room Details

Room Description: RoomDescriptionCodeA1KGV5

#### Cancellation Policy

Cancellation Fees may apply  
Must Cancel 1 Day(S) Prior To Arrival.



[Add to your Itinerary](#)

Friday, March 6, 2015



## Flight Ontario, CA (ONT) to Sacramento, CA (SMF)

[Cancel all Air](#)

### Southwest 1807

#### Departure: 07:55 PM

Seat: No seat assignment

Ontario Intl (ONT)

Duration: 1 hour, 20 minutes

Nonstop

#### Confirmation: 88RHDY

Status: **Booked directly in Southwest /88RHDY**

#### Arrival: 09:15 PM

Sacramento International (SMF)

#### Additional Details

Distance: 390 miles

E-Ticket

Emissions: 246.5 lbs CO<sub>2</sub>

Cabin: Anytime (Y)



[Add to your Itinerary](#)

## Total Estimated Cost

### Air

Airfare quoted amount:

\$372.50 USD

Taxes and fees:

\$53.64 USD

Air Total Price:

\$426.14 USD

Hotel:

\$450.00 USD

Car:

\$166.58 USD

Total Estimated Cost:

\$1,042.72 USD

**TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.**

## Remarks

PLEASE TAKE A MOMENT TO FILL OUT OUR CUSTOMER  
SERVICE SURVEY AT [WWW.SURVEYMONKEY.COM/S/HQHJ8PF](http://WWW.SURVEYMONKEY.COM/S/HQHJ8PF)  
CALTRAVELSTORE PHONE NUMBER 877 454-8785

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >>

Cancel


## TRIP BOOKING INFORMATION – COST CODING AND APPLYING TICKET CREDITS

After entering the required fields, click Next

### Trip Booking Information

The trip name and description are for your record keeping convenience.

<b>Trip Name</b> This will appear in your upcoming trip list. <input type="text" value="Trip from Sacramento to Ontario"/>	<b>Trip Description (optional)</b> Used to identify the trip purpose <input type="text"/>
--	---

Send a copy of the confirmation to: 

Send my email confirmation as  
☒ HTML ☐ Plain-text

With my email confirmation...

<b>Unit-4 digit number [Required]</b> <input type="text"/>	<b>Project-10 digits alpha numeric, no spaces or special characters allowed. [Required]</b> <input type="text"/>
<b>Project Phase: use applicable Project Phase only- one single digit or up to 6 digits of actual Phase [Required]</b> <input type="text"/>	<b>Object Code [Required]</b> <input type="text"/>
	<b>Reporting-1 to 10 digits alpha numeric no spaces or special characters allowed (Optional).</b> <input type="text"/>

You may HOLD this reservation until: 02/06/2015 09:59 pm Pacific

## TRIP CONFIRMATION

### Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.  
To **CANCEL**, press the Cancel button.

After you complete this booking, it will be reserved; however, it will not be ticketed until it is approved by your company.

Almost done... Please confirm this itinerary.

[Display Trip](#)[<< Previous](#)[Confirm Booking>>](#)[Cancel](#)

### Finished!

You have successfully booked your trip!

#### Trip Record Locator : KQADZY

This trip is awaiting approval and must be approved by: 02/06/2015 07:59 pm Pacific

**It will be automatically cancelled if it is not approved by that time.**

**The itinerary will not be ticketed until your travel manager has approved the trip.**

Your itinerary has been saved. TSI (State of CA RX0F) will service your itinerary.

**Please Note:** Fares are not guaranteed until tickets are issued and are subject to change without notice.  
Airfare must be ticketed by an agent by: 02/06/2015 09:59 pm Pacific

Your itinerary has been saved.

[Print Itinerary](#)[E-mail Itinerary](#)[Return to Travel Center](#)

# CANCEL RESERVATIONS

Travelers may be required to cancel reservations due to changing circumstances. Cancellations (only) may be done online in Concur.

Cancellations can be made via the Upcoming Trips or Trip Library tabs on Concur Travel. You can also call CalTravelStore at (877) 454-8785 to make cancellations.

Travel Agents at the CalTravelStore are available from 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday and may be reached at 1-877-454-8785.

To cancel a reservation in Concur:

1. Logon to Concur
2. Select “View Trips”
3. Under “Actions” and click “Cancel Trip”.

CALIFORNIA DEPARTMENT OF  
TRANSPORTATION

Hello, **Employee Name**

00  
Required  
Approvals

01  
View Trips

Search value

Dates To Use:

Date Range

☒ Booking Dates ☐ Travel Dates

☐ Include withdrawn trips

Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
<a href="#">Trip from Sacramento to Ontario (KQADZY)</a>	<div>Awaiting approval by Rajesh Rai</div> <div>Approval deadline is</div> <div>02/06/2015 07:59 pm Pacific.</div> <div> </div> <div>Trip will be automatically cancelled</div> <div>if not approved by then.</div>	02/05/2015	03/01/2015	03/06/2015	<a href="#">Cancel Trip</a>

Note: Cancellation of a refundable ticket is in conjunction with the “Rules” of the ticket. If your ticket is non- refundable, and it is cancelled in accordance with the airline rules, the ticket will be retained that can be applied to future trips.



# CHANGE RESERVATIONS

Travelers may be required to change reservations due to changing circumstances. Travelers (or Assistants) must contact the CalTravelStore for any **changes and/or modifications to travel reservations**.

Travel Agents at the CalTravelStore are available from 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday and may be reached at 1-877-454-8785. **Employees must not make changes directly with the airlines.**

You must call CalTravelStore at (877) 454-8785 for non-Southwest airline changes. Southwest airline, hotel and car changes can be made through Concur Travel.

## Making Changes to Southwest Flights in Concur

### General Notes

- If possible, make your Southwest changes on Concur as online transactions requiring agent intervention incur a higher service fee.
- Concur (and Southwest) do not charge an exchange fee.
- There is no limit to the number of exchanges possible.
- If the outbound leg is flown, the return flight can still be changed.

The screenshot displays the Concur Travel web application interface. At the top, the 'CONCUR Travel' header is visible, along with a user profile for 'Wright, Homer J.' and a 'Help' link. Below the header, the 'CA.GOV' logo and the user name '<Wright, Homer J>' are shown. The main content area is divided into several sections: 'TRIP SEARCH' on the left, 'ALERTS' in the top right, 'COMPANY NOTES' in the middle right, and 'TRIPS (1)' at the bottom right. The 'TRIP SEARCH' section contains an 'Air/Rail Search' form with options for 'Round Trip', 'One Way', and 'Multi-Segment'. It includes fields for 'Departure City' and 'Arrival City', each with a 'Find an airport' link and a 'Select multiple airports' link. A red 'Search' button is prominently displayed. Below the search form, there is a 'Show More' link and a text input field for searching by description, with a 'Search' button. The 'ALERTS' section shows a message: 'You haven't signed up to receive e-receipts. Sign up here'. The 'COMPANY NOTES' section contains a welcome message and a link to the CalTravelStore website. The 'TRIPS (1)' section shows a single trip: 'APR 08-09 Trip from Los Angeles to Sacramento', with a 'More' link and a calendar icon. The footer of the page features the 'TRAVELSTORE' logo with the tagline 'WE'VE BEEN WHERE YOU WANT TO GO' and a 'Company Policy Travel Policy' link.

To make changes to a Southwest flight, click on the upcoming trip from the **Concur Home Page, Trip Library, or Upcoming Trips** page.

Once the itinerary opens, scroll to the flight reservation and click “**Change**” for the segment you would like to change. If you need to change both segments, start by clicking on either one (Concur will allow you to change both segments at once).

The screenshot shows the Concur Travel interface. At the top, there's a navigation bar with 'CONCUR' and 'Travel' tabs. Below this, a 'Trip Summary' section on the left includes a 'Finalize Trip' button and links for 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The main 'Trip Overview' section on the right displays trip details: 'Trip Name: Trip from Los Angeles to Sacramento', 'Start Date: Apr 8, 2015', 'End Date: Apr 9, 2015', 'Created: Mar 18, 2015, Anthony LaMarca', 'Description: (No Description Available)', 'Agency Record Locator: MNBWZG', 'Ticket Number(s): 5262492862545', 'Passengers: Homer James Wright', and 'Total Estimated Cost: \$98.02 USD'. On the far right, there's an 'Add to your Itinerary' section with buttons for 'Car' and 'Hotel', and a 'Parking' button.

## Reservations

Wednesday, April 8, 2015



**Flight** Los Angeles, CA (LAX) to Sacramento, CA (SMF)

[Change](#) | [Cancel all Air](#)

**Southwest 1531**

**Departure: 06:05 AM**

**Seat: No seat assignment**

Los Angeles Intl (LAX)  
Duration: 1 hour, 30 minutes  
Nonstop

**Arrival: 07:35 AM**

Sacramento International (SMF)

### Additional Details

Distance: 373 miles  
E-Ticket  
Emissions: 235.7 lbs CO<sub>2</sub>  
Cabin: Wanna Get Away (T)

**Confirmation: 83AISZ**

Status: **Booked directly in Southwest /83AISZ**

Plan ahead and reserve your airport parking. [See Parking Options](#)



[Add to your Itinerary](#)

Thursday, April 9, 2015

**Flight**    **Sacramento, CA (SMF) to Los Angeles, CA (LAX)**
[Change](#) | [Cancel all Air](#)

**Southwest 639**  
  
**Departure: 07:00 AM**  
**Seat: No seat assignment**  
Sacramento International (SMF)  
Duration: 1 hour, 25 minutes  
Nonstop  
  
**Arrival: 08:25 AM**  
Los Angeles Intl (LAX)  
  
**Additional Details**  
Distance: 373 miles  
E-Ticket  
Emissions: 235.7 lbs CO<sub>2</sub>  
Cabin: Wanna Get Away (T)

**Confirmation: 83AISZ**  
Status: **Booked directly in Southwest /83AISZ**

[Add to your Itinerary](#)

**Total Estimated Cost**

<b>Air</b>	
Ticket Number: 5262492862545:	\$64.94 USD
Taxes and fees:	\$33.08 USD
<b>Total Estimated Cost:</b>	<b>\$98.02 USD</b>


**Remarks**

PLEASE TAKE A MOMENT TO FILL OUT OUR CUSTOMER SERVICE SURVEY AT [WWW.SURVEYMONKEY.COM/S/HQHJ8PF](http://WWW.SURVEYMONKEY.COM/S/HQHJ8PF)  
CALTRAVELSTORE PHONE NUMBER 877 454-8785  
NO HOTELS REQUESTED ON THIS ITINERARY  
NO CARS REQUESTED ON THIS ITINERARY  
PLEASE PRESENT/RECONFIRM YOUR FREQUENT TRAVELER NUMBER UPON CHECK IN.  
SOUTHWEST TICKETS ARE VALID ON SOUTHWEST AIRLINES ONLY.  
SOUTHWEST DOES NOT PRE-ASSIGN SEATS  
ALL FLIGHTS REQUIRE CHECK IN ONLINE OR AT THE AIRPORT

A pop-up window will display to make your desired changes. Modify the date, time, and/or airport. The user can change the outbound flight, the return flight, or both. Select the appropriate box to change the flight segment. In this example, the return flight will be changed to leave at a later time.

## Reservations

Wednesday, April 8, 2015

**Flight** **Los Angeles, CA (LAX) to Sacramento, CA (SMF)**  
**Southwest 1531**

**Confirmation: 83AISZ**  
Status: **Booked directly in Southwest**

### Change Flight

Make changes to the following flight segments:

☐ Los Angeles Intl (LAX) to Sacramento International (SMF)

☒ Sacramento International (SMF) to Los Angeles Intl (LAX)  
From:   
To:   
Departure:

**Departure: 07:00 AM**  
**Seat: No seat assignment**  
Sacramento International (SMF)  
Duration: 1 hour, 25 minutes  
Nonstop

After specifying the desired changes in the pop-up window, Concur displays the schedule page (Availability/ Fare Quote Page). Choose new flights for the outbound and/or the return flight by clicking the “**Quote for Price**” button. For all ticket changes, select and confirm both the outbound and return flights. When you are making a change to a single flight whether in/out bound, the system requires for you to select the flight that is not being adjusted in order to move forward with the new change. The icon indicates your original purchased flight.

CONCUR Travel

Administer for Wright, Homer J

Travel Trip Library Templates Tools

### Trip Summary

**Select Flights**

Round Trip  
LAX - SMF  
Outbound: Wed, 04/08/2015  
Return: Thu, 04/09/2015

**Finalize Trip**

**Total Estimated Cost**

Air USD 98.02  
TotalUSD 98.02

Change Flight Search

Outbound - Wed, Apr 8

Display Settings

☐ Hide Propeller Planes

Airport Filters

Departure  
☒ LAX - Los Angeles, CA

Arrival  
☒ SMF - Sacramento, CA

### Los Angeles Intl, Los Angeles, CA To Sacramento International, Sacramento, CA

Wed, Apr 8 - Thu, Apr 9

Print / Email

Baggage Fee Policies

Outbound Return

Los Angeles Intl, Los Angeles, CA - Wed, Apr 8

Displaying: 1 out of 1 results.

	Carrier	Depart	Arrive	Stops	Class	Seat Map
Quote for Price	Southwest #1531	LAX 06:05 am	SMF 07:35 am	0	Economy	
<p>1h 30m; 235 lbs CO<sub>2</sub> (Southwest)</p>						

Displaying: 1 out of 1 results.

Once you have selected the outbound flight, it appears in a gray box. Select the return flight and click the **“Quote for Price”**. Again, the icon indicates your original purchased flight.

CONCUR Travel

Administer for Wright, Homer J

Travel Trip Library Templates Tools

### Trip Summary

**Select Flights**

Round Trip  
LAX - SMF  
Outbound: Wed, 04/08/2015  
Return: Thu, 04/09/2015

**Finalize Trip**

**Total Estimated Cost**

Air USD 98.02  
TotalUSD 98.02

Change Flight Search

Return - Thu, Apr 9

Depart 05:30 AM - 08:40 AM

Arrive 06:50 AM - 10:00 AM

Display Settings

☐ Hide Propeller Planes

Airport Filters

Departure

### Los Angeles Intl, Los Angeles, CA To Sacramento International, Sacramento, CA

Wed, Apr 8 - Thu, Apr 9

Print / Email

Baggage Fee Policies

Chosen Carriers

Outbound

Quote for Price

Southwest #1531 LAX 06:05 am → SMF 07:35 am 0 Economy

1h 30m; 235 lbs CO<sub>2</sub> (Southwest)

Remove

Return

Sacramento, CA - Thu, Apr 9

Displaying: 3 out of 3 results.

	Carrier	Depart	Arrive	Stops	Class	Seat Map
Quote for Price	Southwest #1814	SMF 05:30 am	LAX 06:50 am	0	Economy	
<p>1h 20m; Boeing 737-700 (winglets); 235 lbs CO<sub>2</sub> (Southwest)</p>						
Quote for Price	Southwest #639	SMF 07:00 am	LAX 08:25 am	0	Economy	
<p>1h 25m; Boeing 737-800 (winglets); 235 lbs CO<sub>2</sub> (Southwest)</p>						
Quote for Price	Southwest #937	SMF 08:40 am	LAX 10:00 am	0	Economy	
<p>1h 20m; Boeing 737-700 (winglets); 235 lbs CO<sub>2</sub> (Southwest)</p>						

Displaying: 3 out of 3 results.

Once both segments (outbound and return) have been chosen, they will appear in the gray box. Click on the **“Quote Flight Choice”** button to retrieve the quotes for the selected flights.



Travel

Help

Administer for  
Wright, Homer J

Travel
Trip Library
Templates
Tools

Trip Summary

**Flights Reserved**

Round Trip  
LAX - SMF  
Outbound: Wed, 04/08/2015  
Return: Thu, 04/09/2015

**Finalize Trip**

Flight Information

Current Flights:

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
Southwest	639	SMF	LAX	Apr 09 07:00 am	Apr 09 08:25 am	T

New Flights:

Carrier	Flight Number	Frm	To	Depart	Arrive	Class
Southwest	937	SMF	LAX	Apr 09 08:40 am	Apr 09 10:00 am	M

Exchange details

Original Airfare:	USD98.02
New Airfare:	USD177.00
Airfare Difference:	USD78.98
<b>Forfeited Fare Amount:</b>	0.00
Exchange Fee:	USD0.00
<b>Total Cost of Exchange:</b>	<b>USD78.98</b>

The new air segment(s) have been added to your itinerary. Please choose "Purchase New Flights" to complete the exchange or "Cancel Flight Exchange" to cancel your change.

Cancel Flight Exchange
Purchase New Flights

If “**Purchase New Flights**” is selected, the user will be shown the new itinerary to modify any other parts of the itinerary or trip information. Notice on the left side of the page is a Trip Summary. This Trip Summary is geared to assist you in following the necessary steps when booking your trip. Make sure you always scroll to the bottom of the page clicking Next, Next, Next until you have received the “**Finished**” message.

Click “**Next**” to proceed to the Trip Confirmation Page.



Travel

Help

Administer for Wright, Homer J

Travel

Trip Library

Templates

Tools

Trip Summary

Finalize Trip

Review Travel Details

Enter Trip Information

Submit Trip Confirmation

Trip Overview

I want to...

[Print Itinerary](#)  
[E-mail Itinerary](#)

Trip Name: Trip from Los Angeles to Sacramento [\(Edit\)](#)

Start Date: Apr 8, 2015

End Date: Apr 9, 2015

Created: Mar 18, 2015, Anthony LaMarca *(Modified: Mar 18, 2015)*

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: MNBWZG

Ticket Number(s): 5262492870832

Passengers: Homer James Wright

Total Estimated Cost: \$78.98 USD [\(Details\)](#)

Add to your Itinerary

Car

Hotel

Parking

Reservations

Wednesday, April 8, 2015

Flight

Los Angeles, CA (LAX) to Sacramento, CA (SMF)

[Change](#) | [Cancel all Air](#)

Southwest 1531

Departure: 06:05 AM

Seat: No seat assignment

Los Angeles Intl (LAX)

Duration: 1 hour, 30 minutes

Nonstop

Arrival: 07:35 AM

Sacramento International (SMF)

Additional Details

Distance: 373 miles

Sacramento International (SMF)

Duration: 1 hour, 20 minutes

Nonstop

Arrival: 10:00 AM

Los Angeles Intl (LAX)

Additional Details

Distance: 373 miles

E-Ticket

Emissions: 235.7 lbs CO<sub>2</sub>

Cabin: Wanna Get Away (ML)

Add to your Itinerary

Total Estimated Cost

Air

Ticket Number: 5262492870832:

\$138.42 USD

Taxes and fees:

\$38.58 USD

Total Estimated Cost:

\$78.98 USD

Payment Details for: Southwest

Previous Payment

\$98.02 USD

Remarks

PLEASE TAKE A MOMENT TO FILL OUT OUR CUSTOMER SERVICE SURVEY AT [WWW.SURVEYMONKEY.COM/S/HQRJSPF](http://WWW.SURVEYMONKEY.COM/S/HQRJSPF)  
CALTRAVELSTORE PHONE NUMBER 877 454-8785  
NO HOTELS REQUESTED ON THIS ITINERARY  
NO CARS REQUESTED ON THIS ITINERARY  
PLEASE PRESENT/RECONFIRM YOUR FREQUENT TRAVELER NUMBER UPON CHECK IN.  
SOUTHWEST TICKETS ARE VALID ON SOUTHWEST AIRLINES ONLY.  
SOUTHWEST DOES NOT PRE-ASSIGN SEATS  
ALL FLIGHTS REQUIRE CHECK IN ONLINE OR AT THE AIRPORT

<< Previous

Next >>

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You have the opportunity to rename or describe the trip, or enter any additional information that may be required by the respective department. Select the “**Finish**” button to complete the change.

CONCUR Travel

Help

Administer for Wright, Homer J

Travel Trip Library Templates Tools

**Trip Summary**

✓ **Finalize Trip**

- ✓ Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

**Trip Confirmation**

Press the “Finish” button to complete your booking and have it processed.

Trip Name:  
Trip from Los Angeles to Sacramento

Description:

Send a copy of the confirmation to:

Send my email confirmation as ☒ HTML ☐ Plain-text

Include directions and maps to hotels

☒ Send an email to Wright, Homer

Display Trip << Previous Finish

Your itinerary will appear again, this time with the “**Finished**” message.

CONCUR Travel

Help

Administer for Wright, Homer J

Travel Trip Library Templates Tools

**Trip Summary**

✓ **Finished!**

**Finished!**

You have successfully booked your trip!

**Trip Record Locator : MNBWZG**

This trip complies with your travel policy.  
Your itinerary has been saved. TSI (State of CA RX0F) will service your itinerary.  
**Please Note:** Fares are not guaranteed until tickets are issued and are subject to change without notice.

Travel Contact Information

**Trip Overview**

CA.GOV

**Trip Name:** Trip from Los Angeles to Sacramento

**Start Date:** Apr 8, 2015

**End Date:** Apr 9, 2015

**Created:** Mar 18, 2015, Anthony LaMarca (Modified: Mar 18, 2015)

**Description:** (No Description Available)

**Agency Record Locator:** MNBWZG

**Ticket Number(s):** 5262492870832

**Passengers:** Homer James Wright

**Total Estimated Cost:** \$78.98 USD

TSI (State of CA RX0F)

**Reservations**

Wednesday, April 8, 2015

## **APPROVING MANAGER IS OUT OF THE OFFICE OR NOT AVAILABLE TO APPROVE TRIP**

Approving Managers can redirect incoming trip approval requests to an acting manager in their absence by logging into their Concur account, select Profile, and then select “Travel Vacation Reassignment.”

To redirect approval request to an alternate manager, contact the Travel Policy Section.

## **PHONE NUMBERS**

Department Policy requires users to utilize the on-line reservation system to purchase and/or cancel travel reservations. To change an itinerary, travelers must contact the CalTravelStore during business hours from Monday – Friday between the hours of 8am-5pm (PST).

The CalTravelStore offers after-hours and weekend service for **EMERGENCIES ONLY**.

**\*Note:** After hours, the service fee will rise to \$16 per reservation segment. The Division of Accounting reviews after-hours service fees to ensure emergency use only.

CalTravelStore – 1-877-454-8785.